STATE OF HAWAII

Accounting Manual

Volume III: Payroll Expenditures

Part 700: Appendix - Instructions and Related Sample Forms

Page 711.01

SECTION 711: NOTIFICATION OF PERSONNEL ACTION, STATE DPS FORM 5

- 1. Purpose. The major uses of the STATE DPS FORM 5 have been described as follows:
 - 1. to assure that personnel actions which have been duly authorized or ordered by management have been effectuated and evidenced by official documentation;
 - 2. to provide a basis to determine whether personnel actions taken on employees are within legal boundaries (personnel laws, rules, and collective bargaining agreements), are in conformance with proper personnel practices, and are administered uniformly throughout the State;
 - 3. to provide complete information on each employee, his position, and kinds of actions taken for use in the development of personnel statistics. Analysis of this feedback data can be used as a basis for recommending, through legislation, personnel rules, collective bargaining agreement provisions, and new and improved personnel programs, policies, standards, and procedures to maintain the State's image as a good and fair employer;
 - 4. to provide a basic source document for the issuance of paychecks;
 - 5. to expedite the payment of retirement funds and annuities to persons separated from the State service.
- 2. Prepared By. The employing department prepares the STATE DPS FORM 5 and submits it to the Department of Personnel Services for approval.
- 3. Frequency. As required.

STATE OF HAWAII

Accounting Manual

Volume III: Payroll Expenditures

Part 700: Appendix - Instructions and Related Sample Forms

Page 711.02

SECTION 711: NOTIFICATION OF PERSONNEL ACTION, STATE DPS FORM 5

- 4. <u>Distribution</u>. All seven copies of the form are submitted to Department of Personnel Services for review and approval. The STATE DPS FORM 5s are distributed by DPS, as follows:
 - (a) Copy #1 To the data processing center and to Central Payroll, DAGS for verification and control filing.
 - (b) Copy #2 Employee.
 - (c) Copy #3 Employee's Personnel Jacket.
 - (d) Copy #4 Departmental Chronological File.
 - (e) Copy #5 Optional use by departments and agencies.
 - (f) Copy #6 Optional use by departments and agencies.
 - (g) Copy #7 Employees' Retirement System, Department of Budget and Finance.
 - (Note: The detail instructions for completing the STATE DPS FORM 5 are contained in the Department of Personnel Services, "INSTRUCTIONS FOR COMPLETING STATE DPS FORM 5" under the following two tables:
 - Table I: General Instructions for Completing STATE DPS FORM 5.
 - Table II: Specific Instructions Regarding Entries which the Department of Personnel Services Requires on STATE DPS FORM 5 Under Nature of Action; Effective Date; Civil Service or Other Legal Authority; and Remarks.)
- 5. Deadlines. Approved State DPS Form 5s must be received in DAGS Central Payroll by no later than the second workday of the pay period in which pay is to be effected.

STATE OF HAWAII

Accounting Manual

Volume III: Payroll Expenditures

Part 700: Appendix - Instructions and Related Sample Forms Page 712.01

EXHIBIT A: FILLED OUT SAMPLE OF STATE DPS FORM 5

ATE DPS FORM S -84 REV 1/74							ERSONNEL						
123-45-6			AMEHA,			,	MR.	J. AODRE	69	ALOHA NOLULU,		2	9680
4. DATE OF BIRTH	S. SERVICE	ION DATE	x 7 U.S.	B. MAWAII	9. VETS PREFEREN	CE STATUS	HANOICAP		MPTIONS	13 PAY		I4 RE	TIREMENT
12-31-45	01-02			Y	Y	м	00	00	00	н89	001	A	A
1. REALLOCAT TO HIGHER 2. ANNUAL PA	ION OF		N	N T.E.	DATE		1. 05-01 2. 05-28	-71 PA	1.	SF-1 c	lated 4		
FROM: POSIT L. PERSONNE PERSONNE	L CLER	K III					25 TO: POS:	SONNEL	PART CLER	B K IV			
19. POSITION	20. OCC. G	RANGE / STE	72 HOURLY	PAY PATE	ONTHLY RATE	23. ISLAND	26. POSITIO	N 27. OC	C. GRP ODE	28. SALARY RANGE/STE	29. HOURLY R	PAY RATE	THLY RATE SLAND
1.	1	1			529.00	1 1		1. 015	519	11D	-		555.00
5840 2.	ــــــــــــــــــــــــــــــــــــــ	11E	AGENCY	L	583.00) 2	584i	·	AME OF E	WPLOYING AG	ENCY		2006
SECTION UNIT 32. OTHER ALI CODE	DESC	R DIFFERENTIALS RIPTION 15 POSITION	37 TIME AUTHORIZE	S	AMQ HEALTH BE CARRIER	NEFIT PLAF	CODE	~~ <u>~</u> ~~~~	S OR DIF	N .	10 3		AMOUNT
05-28-72	CONTROL		100.00	O XX	HMSA	ŀ	н	1				į	
11.	3	ORM ACCO	UNTING	CODE			12 ETHNIC CO	OE 4	S. TYPE OF	APPT.	4. WORK WEE	K 45.	SEMI-MONTHLY SALARY
YR F YR A	PPRN O	\$UB. OBJE	FUNCT	ON LOC	PROJ	PERCENT			1		111	.	264.50
22 G 7k)76 H	652 200	0 123	4 2	1001 1	.00.00	14, ENDING DA	TE 4	7 BAHGAI NIT CODE		E EMPLOYME	NT DATE AR	COST TIME
APPOINTING AUT	o the best of ce with the p	t my knowledge provisions of Cha	the personne overs 76, 77	actions sh	own above h	ove been and 89.	l certify	cliance with	ersonnel	actions recor	ters /a. //.	78. 79, 80.	39997 Iduled and found f 82, 83, 85 and 81
I certify that to taken in complian H.R.S., as amende	đ]						
taken in complian	d	SIGNATURE	E AND TITLE	DE APPOINT	ING OFFICER		DATE			V 04 F08 UIR	ECTOR OF PE	EPSONNEL SE	HVICES